

**BY ORDER OF THE COMMAND  
AIR FORCE RESERVE COMMAND**



**AIR FORCE INSTRUCTION 52-101**

**AIR FORCE RESERVE COMMAND  
Supplement 1**

**15 JUNE 2001**

**Chaplain**

**PLANNING AND ORGANIZING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes AFI 52-101, 29 May 1997 and  
AFI 52-101/AFRC Sup,  
24 September 1997

Pages: 2  
Distribution: F

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The OPR for this supplement is HQ AFRC/HC (MSgt Lynda E. Krakat). This supplement implements and extends the guidance of Air Force Instructions (AFI) 52-101, 1 May 2001. The AFI is published word-for-word without editorial review. Air Force Reserve supplementary material is indicated by “(AFRC)” in boldface type. This supplement describes Air Force Reserve Procedures to be used in conjunction with the basic instructions. Upon receipt of this integrated supplement discard the Air Force basic.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

3.2.2.3. (Added) Conduct at least one worship service during the primary unit training assembly week-end.

7. (Added) AFRC Wing Chaplains:

7.1. (Added) Contact newly assigned personnel in a timely manner.

7.2. (Added) Post chaplain names, office phone numbers, and office locations on squadron bulletin boards and at other public locations, maintain listing within continuity file.

7.3. (Added) Provide appropriate religious and seasonal articles to the unit newspaper/magazine.

7.4. (Added) Advertise worship schedule.

7.5. (Added) Track and document workcenter visitation.

7.6. (Added) Maintain a chapel continuity file for planning, coordination, staffing, and program information. This file will include, but is not limited to the following information:

- 7.6.1. (Added) Position descriptions for all assigned personnel.
- 7.6.2. (Added) Required policy letters.
- 7.6.3. (Added) HC operating instructions.
- 7.6.4. (Added) Needs assessment.
- 7.6.5. (Added) Worship schedule.
- 7.6.6. (Added) Manning document.
- 7.6.7. (Added) Location of chaplain service information posted in squadrons and at other public locations.
- 7.7. (Added) Advise HQ AFRC/HC of changes to the Chaplain Service personnel roster as they occur.
- 7.8. (Added) Advise HQ AFRC/HC of changes in medical profile, as they occur.
- 7.9. (Added) Establish procedures for the proper interview and assessment of prospective Chaplain Service personnel. These procedures include a thorough overview of peacetime, Aerospace Expeditionary Force (AEF), and wartime requirements of Chaplain Service members.
- 7.10. (Added) Conduct and document assessments to determine current and future unit worship needs.
- 7.11. (Added) Ensure Chaplain Service personnel are actively involved in unit humanitarian projects; however, unit humanitarian funds are not collected, accounted for, or disbursed by Chaplain Service personnel.

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